

# FACILITY MANAGERS

## Your Role on the Indoor Air Quality Action Team



*"The **IAQ Tools for Schools** surveys and checklists were the most helpful. We sent them to each staff member and developed a database of comments and actions taken to fix the problem. The Kit opened the lines of communication and allowed for the administrative staff to be made more aware of IAQ issues."*

— Doug Renkosik, Facilities Manager, Plainfield Elementary School, Des Plaines, IL

### FOR FACILITY MANAGERS, THE **IAQ TOOLS FOR SCHOOLS KIT INCLUDES A . . .**

#### **Ventilation Checklist**

- Outdoor air intakes, air distribution, adequacy of outdoor air supply
- Exhaust systems
- System cleanliness
- System controls

#### **Building Maintenance Checklist**

- Maintenance supplies
- Dust control
- Drain traps
- Moisture, leaks, spills
- Combustion appliances
- Pest control

#### **Renovation and Repairs Checklist**

- General repairs
- Painting, flooring, roofing

#### **Waste Management Checklist**

- Food waste
- Recycling bins
- Dumpsters
- Waste containers

## Create a Healthy Indoor Environment

Facility Managers in K-12 schools work hard every day to ensure a healthy, high-quality learning and teaching environment for students and staff. Your goal is to provide energy-efficient facilities that have quality lighting, comfortable temperature, and good indoor air quality (IAQ)—all within a tight budget.

EPA's *IAQ Tools for Schools* Kit is designed to provide you with the tools and information needed to fix and prevent IAQ problems and maintain a healthy indoor environment with minimal effort and cost.

The *IAQ Tools for Schools* Kit helps your school develop a comprehensive IAQ management plan. With its checklists for teachers, administrators, facilities staff, health professionals, and others, the Kit provides step-by-step practical guidance for sharing IAQ duties. Taking a proactive approach to preventing IAQ problems before they occur will save your school significant costs in the long run. Everyone working together may also allow you to reduce the amount of time you currently spend on IAQ issues.

### **Poor IAQ can . . .**

- Accelerate deterioration and reduce efficiency of the school's physical plant and equipment.
- Affect student comfort, the learning environment, and attendance.
- Increase the likelihood that schools will have to be closed.
- Cost less if prevented; cost significantly more if deferred.
- Reduce the productivity of teachers and staff due to discomfort, sickness, or absenteeism.
- Increase the potential for long-term health problems for students and staff.
- Strain the relationship between administrators and facilities staff.

**The *IAQ Tools for Schools* Kit should be an essential part of every Facility Manager's library, serving as a daily reference guide and management tool.**

USE THE ENCLOSED CARD TO ORDER THE **INDOOR AIR QUALITY TOOLS FOR SCHOOLS KIT** TODAY  
VISIT OUR WEB SITE AT [www.epa.gov/iaq/schools](http://www.epa.gov/iaq/schools)

# INDOOR AIR QUALITY IN SCHOOLS

## Maintaining good indoor air quality in your school means:

- Controlling airborne pollutants
- Bringing in and distributing adequate outside air
- Controlling moisture and mold
- Maintaining acceptable temperature and humidity

## Sources of pollutants in and around schools:

### INDOOR SOURCES

- Students and staff with communicable diseases
- Classroom pets
- Excess moisture and mold
- Dry-erase markers and similar pens
- Dust and chalk
- Cleaning materials
- Personal care products
- Odors and volatile organic compounds from paint, caulk, adhesives
- Insects and other pests
- Odors from trash
- Radon

### Potential high-pollution areas

- Science laboratories
- Vocational arts areas
- Copy/print areas
- Smoking lounges
- Food preparation areas

### OUTDOOR SOURCES

- Pollen, dust, and fungal spores carried in from outside on shoes and clothing
- Vehicle emissions or unsanitary debris near building air intakes
- Pesticides used on school grounds
- Dumpster odors
- Leakage from underground storage tanks

## The Issues

Indoor levels of air pollutants can be 2-5 times higher, and occasionally 100 times higher, than outdoor levels. Nearly 55 million people, 20 percent of the U.S. population, spend their days inside elementary and secondary schools. And according to a 1995 federal government report, an estimated 50 percent of the nation's schools have problems linked to poor indoor air quality. IAQ problems can cause discomfort and contribute to short- and long-term health problems for students and staff.

## The Solution

IAQ problems can be much less expensive and time-consuming to prevent than to fix. EPA's *IAQ Tools for Schools Kit* provides you with resources and checklists to help evaluate your school's indoor air quality and prevent IAQ problems. The Kit also offers easy-to-use steps for identifying and correcting current IAQ problems.

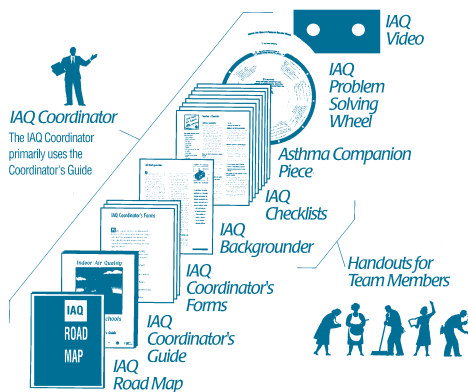
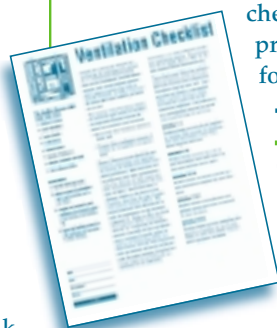
## The Team

The awareness and effort of a team of individuals will help ensure that your school improves its indoor air quality. The checklists in the *IAQ Tools for Schools Kit* provide a thorough but simple means for all IAQ Action Team members to contribute, including the IAQ coordinator, administrators, teachers and staff, facility managers, health professionals, maintenance crews, and others.

## The Rewards (in addition to good indoor air quality!)

By using the Kit successfully, your school will have the opportunity to:

- Receive public recognition for outstanding environmental leadership through EPA's Awards Program.
- Serve as a role model or mentor to other schools.
- Work with EPA to communicate success through case studies.
- Have its website link on EPA's IAQ page for other schools to learn from your IAQ efforts.



**Order the *IAQ Tools for Schools Kit* today!**